

STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT  
LAKE COUNTY

(Name all parties)

Plaintiff

vs.

Defendant

No. \_\_\_\_\_

Amount Claimed \$ \_\_\_\_\_

SUMMONS

To each defendant:

**YOU ARE HEREBY SUMMONED** and required to appear before this Court at Courtroom 306, 18 North County Street, Waukegan, Illinois, at \_\_\_\_\_ A.M. / P.M., on \_\_\_\_\_, 20\_\_\_\_ to answer the complaint in this case, a copy of which is hereto attached. IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

To the officer:

This summons must be returned by the officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service and not less than 3 days before the day for appearance. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than 3 days before the day for appearance.

WITNESS \_\_\_\_\_, 20\_\_\_\_

(Seal of Court)

\_\_\_\_\_  
(Clerk of the Circuit Court)

\_\_\_\_\_  
(Deputy)

(Plaintiff's attorney or plaintiff if he or she is not represented by an attorney)

Name \_\_\_\_\_.

Attorney for \_\_\_\_\_.

Address \_\_\_\_\_.

City \_\_\_\_\_.

Telephone \_\_\_\_\_.

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**NOTICE TO DEFENDANT**

IF YOU WISH TO CONTEST THIS CLAIM, you must do the following:

(A) Pay the statutory appearance fee (NO PERSONAL CHECKS ACCEPTED).

(B) File a written appearance (forms may be obtained at the main office of the Clerk of the Circuit Court) on or before the day and time specified for appearance, hereinafter called the return day.

(C) Mail or otherwise deliver to the plaintiff's attorney or the plaintiff if there is no attorney, a copy of your appearance.

(D) **IF** the appearance is timely filed and the fee paid, you are **NOT** required to appear in court in person on the return date, **instead** you should be present in court at the specified address prepared to proceed to trial at the same time on the 14th day **after** the stated return day.

In the event the trial day falls on a court holiday, the trial shall be held on the next earliest court day following said court holiday.

IF YOU DO NOT WISH TO CONTEST THIS CLAIM, you need not appear in person or file a written appearance and a judgment will be entered against you on the return day for the amount claimed by the plaintiff in the complaint plus court costs.

**AFFIDAVIT FOR SERVICE BY CERTIFIED MAIL**

\_\_\_\_\_, being first duly sworn on  
oath says that the last known mailing address of \_\_\_\_\_ defendant above is

\_\_\_\_\_  
and the last known mailing address of \_\_\_\_\_ defendant above is

\_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, AD. 20\_\_\_\_\_  
\_\_\_\_\_